

Tasks to Complete	Responsible Person	Projected Completion Date	Suggestions	Estimated Cost
<ol style="list-style-type: none"><li>1. Provide an accessible entrance into this building.</li><li>2. Install railings on both sides of the stairs.</li><li>3. Post directional signage indicating the location of the accessible entrance.</li><li>4. Modify the entrance threshold to be no more than ¼ inch or ¾ of an inch if beveled.</li><li>5. Secure the edges of all carpets and mats.</li><li>6. Exchange door handles for levers leading to areas of public use.</li><li>7. Accessible entrance must provide access as near the main entrance as possible.</li><li>8. Install elevator in building or create programmatic guidelines for access to higher floors.</li><li>9. Post Braille signage for offices and room numbers.</li></ol>				

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